



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF HUMAN RESOURCES**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 30**

**EFFECTIVE DATE:** December 20, 1999; Revised 2/20/00; 8/5/02; 9/9/03

**SUBJECT:** Flexible Maximum Hire Rates For Professional Level  
Accounting Jobs and Those Jobs Requiring 24 Hours of  
Accounting in the Minimum Qualification Requirements

**AUTHORIZATION:** Whitman J. Kling, Jr., Deputy Undersecretary

**I. POLICY:**

In accordance with authority granted by the Department of State Civil Service effective November 3, 1999, it is the policy of the Division of Administration (DOA) to implement Flexible Maximum Hire Rates for professional level accounting jobs as well as those jobs for which 24 hours of accounting are required as a part of the Minimum Qualification Requirements.

**II. PURPOSE:**

The purpose of this policy is to provide the Division with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

**IV. PROCEDURE:**

As of September 9, 2003, individuals hired in positions that are in professional accounting titles and/or in job titles that require 24 hours of accounting in the Minimum Qualification Requirements will be hired at the established Special Entrance Rate, which is attached. Personnel Action Requests requesting appointments in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

## **Addendum “A”**

### **DOA Personnel Policy # 30, Flexible Maximum Hire Rates For Professional Level Accounting Jobs and Those Jobs Requiring 24 Hours of Accounting in the Minimum Qualification Requirements**

Effective November 3, 1999, the Civil Service Commission approved Flexible Maximum Hire Rates for all professional level accountant jobs and for those jobs requiring 24 semester hours of accounting in the Minimum Qualification Requirements.

The following chart reflects:

1. The pay level of the jobs affected,
2. The 9/9/03 biweekly minimum of the pay grade of the jobs affected, and
3. The actual hire rate that will be utilized by the DOA when filling positions that fall into these categories from September 9, 2003 forward.

<b>Pay Level</b>	<b>Biweekly Minimum 9/9/03</b>	<b>Biweekly Hire Rate 9/9/03</b>
<b>AS-612</b>	\$ 895.20	\$1,096.15
<b>AS-613</b>	\$ 957.60	\$1,172.77
<b>AS-614</b>	\$1,024.80	\$1,254.92
<b>AS-615</b>	\$1,096.80	\$1,342.62
<b>AS-616</b>	\$1,173.60	\$1,389.69
<b>AS-617</b>	\$1,256.00	\$1,438.62
<b>AS-618</b>	\$1,344.00	\$1,489.38
<b>AS-619</b>	\$1,438.40	\$1,541.54
<b>AS-620</b>	\$1,539.20	\$1,595.54
<b>AS-621</b>	\$1,647.20	\$1,651.38